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6 SEP 1979

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Office of Personnel Weekly Report --
Week Ending 5 September 1979

25X1A 1. Hispanic Recruitment: [] hosted a luncheon
in San Antonio on 29 August 1979 for leaders in the local
Hispanic community to discuss employment opportunities in the
Agency and to solicit their assistance in our minority recruit-
ment efforts. Over 30 professionals, businessmen and academicians
25X1A were in attendance. Representatives from the news media were also
25X1A in attendance. [] from the Office of Weapons
Intelligence gave a presentation on the Agency which was very
well received. [] from the Office of Political
Analysis, who was on annual leave in San Antonio, her hometown,
25X1A also gave a presentation at the luncheon. She, too, was well
received. [] reports that the audience was very friendly
and asked excellent questions, none of which were hostile. He
believes the luncheon was a great success and further reports
that a favorable article on the luncheon and our minority recruit-
ment efforts appeared in an article in the San Antonio Express
on 30 August 1979. (U)

25X1A 2. Space for Minority Recruiters: [] Chief 25X1A
of the Recruitment Division (RD), met with [] 25X1A
Chief of the Real Estate Branch, Office of Logistics (OL) and
[] the OL officer who has been handling the RD
"account," to discuss our requirements for additional space for
minority recruiters in certain of our field recruitment offices.
The discussion gave Logistics a better understanding of our
space needs. Once again, the cooperative attitude of Office of
Logistics representatives was very much appreciated. (U/ATUO)

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25X1A 3. Physical Security Inspection: The Office of Security has advised that they will conduct a physical security inspection of the [redacted] Recruitment Office between 10 and 20 September 1979. Also, our field personnel have been invited to a three-hour protective security briefing which will be given [redacted] 25X1A
25X1A [redacted] on 17 September 1979. (U/AIUO)

4. Job Possibilities - Retirees: Retirement Counseling and Employee Assistance Branch counselors recently heard an interesting presentation on life insurance sales work. Mr. Jerry Kelley, Assistant Manager of New York Life in Washington, outlined features that may appeal to some Agency retirees. For instance, you control your own work schedule and usually you work out of your home. You are paid a salary plus commission the first three years. You receive ten weeks of training, during which you are paid \$700 to \$1500 per month depending on your background. Part-time work is acceptable, provided you work 30 hours a week and don't hold another job concurrently. The average New York Life agent earns \$25-30,000 a year after two or three years. Mr. Kelley expressed great interest in hearing from Agency candidates and stated that he would be happy to talk to each one individually. (U)

5. Notices: A Headquarters Notice on Senior Executive Service Vacancy Notices was forwarded to the Regulations Control Branch for publication. (U)

6. Briefing: The Chief, Human Resources Analysis Staff briefed the Deputy Director for Operations and members of his staff on the manpower projections for FY 1980 (31 August 1979) (U)

7. Military Reserve Program: The Military Personnel Branch received the Joint Military Reserve Training Command Training Program Handbook from the printer and distributed it to the members of the Agency's Reserve Unit. A newsletter to all Agency reservists pertaining to speakers and their topics for the first nine reserve meetings was also distributed during the week. (U)

8. Suggestion and Achievement Awards: A review of statistics for the first 11 months of FY 1979 shows that the Suggestion and Achievement Awards Program will have a record year. The number of employees receiving awards and the total dollars awarded already exceed that of the entire 1978 fiscal year. Comparison statistics are:

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<u>Period</u>	<u>Suggestions/ Investions</u>		<u>Special Achievements/ Exceptional Accomplishments</u>		<u>Grand Totals</u>	
	<u>Employees Awarded</u>	<u>Awards Paid</u>	<u>Employees Awarded</u>	<u>Awards Paid</u>	<u>Employees</u>	<u>Awards</u>
1 Oct 78 - 31 Aug 79 (FY 79 to date)	105	\$24,835	90	\$86,028	195	\$110,863
1 Oct 77 - 30 Sep 78 (FY 78)	102	\$24,495	69	\$74,160	171	\$ 98,655

8. Flood Donor Program: A total of 104 units of blood were collected at the Agency's monthly Blood Donor Day on 4 September 1979. This compares with 127 units donated last month. (U)

9. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 71. (U)

10. Rehired Annuitants: See attached report. (S)

COMING EVENTS

The speaker at the Reserve Meeting on 10 September 1979 will be Major General J. Milnor Roberts, USA (Ret.), Executive Director of the Reserve Officers Association (ROA). General Roberts will speak about the ROA's current policies and programs, recent and pending legislation affecting reservists, and a look to the 1980's. The meeting is held in the Headquarters Auditorium at 1745 hours. (U)

25X1A

Harry E. Fitzwater

Att

Distribution:

Orig & 2 - Adse
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EA/OD/Pers/ [] ; kav 25X1A

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT
ACTIVITIES FOR THE AGENCY (29 Aug. - 4 Sept. 1979)

1. The following rehired civilian annuitant cases were processed as new hires:

DCI

- Independent Contractor,
CTS, effective 28 August
1979 (U)

DDO

- Independent Contractor,
[] effective 1 August
1979 (C)

25X1A

- Independent Contractor,
DCD, effective 27 August
1979 (C)

DDS&T

- Contract Employee, OSO
effective 27 August
1979 (U)

2. The following rehired civilian annuitant case was approved for extension:

NFAC

- Independent Contractor,
OGCR, one year extension (U)

3. The following rehired civilian annuitant cases were terminated:

DCI

- Independent Contractor,
OLC, terminated 31 August
1979 (U)

Independent Contractor,
OLC, terminated 31 August
1979 (U)

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